

# Elevator Mechanic Restricted License



**Your application will not be processed or will be delayed unless you:**

- 1. Complete the application including signing and dating the first page.
- 2. Write in your social security number.
- 3. Attach the specified documents listed on this application.
- 4. Attach the specified fee listed on this application.
- 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

|   |  |
|---|--|
| <b>Applicant Information</b>                |  |
| Applicant's Social Security No:             |  |
| Applicant's Name (First, Middle and Last):  |  |
| Address No. & Street, or P.O. Box:          |  |
| City, Town or Village, State, Zip + 4 Code: |  |
| Country, If Other Than United States:       |  |
| Telephone No. (include area code):          |  |
| If Available, Fax No. (include area code):  |  |
| If Available, E-mail Address:               |  |

\_\_\_\_\_

Applicant's Signature Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.  
**Overnight mail delivery and office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703  
**All other correspondence:** DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-261-8467. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

**Reason for Credential:** A person who holds a credential issued by the department as a certified elevator mechanic-restricted may repair and maintain conveyances and replace conveyance components and subsystems except the replacement of hoist ropes and governor ropes.

**Requirements of Credential:** A person, who as a licensed elevator mechanic-restricted provides supervision of a registered elevator apprentice, a registered elevator apprentice-restricted, a registered elevator helper, a registered lift apprentice or a registered lift helper, shall be responsible for the work of the apprentice or helper with respect to compliance to SPS 318.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

## Applying for Elevator Mechanic - Restricted License

Per SPS 5.994(1), a person may obtain a credential as a certified elevator mechanic - restricted by either one of the following:

- Method 1            Submitting evidence of completing a maintenance apprenticeship program lasting at least 2 years and recognized under ch. 106, Stats., or recognized by the U.S. Department of Labor.
- Method 2            Completing the necessary hours of experience, taking and passing the elevator mechanic restricted examination.

### Method 1 - Completing an Elevator Apprenticeship

**Credential Fee (nonrefundable): \$105.00**                      class code 8260

Make checks payable to: State of WI – DSPS. The credential fee consists of a \$15 application fee and a credential fee of \$90.

**ATTACH** to this form a photocopy of the Certificate of Apprenticeship or a letter from the Wisconsin Bureau of Apprenticeship Standards stating that you have completed the appropriate elevator maintenance apprenticeship program lasting at least two years and the program has been recognized by the department under ch. 106, Stats., and the federal Department of Labor.

| Telephone                          | Address (Please address to Bureau of Apprenticeship Standards Office) |                                     |                          |
|------------------------------------|---|-------------------------------------|--------------------------|
| (920) 832-5303                     | Fox Valley Technical College  | 1825 N Bluemound Dr,<br>PO Box 2277 | Appleton, WI 54912-2277  |
| (715) 738-3853                     | Chippewa Valley Technical College                                     | 770 Scheider Rd,                    | Chippewa Falls, WI 54729 |
| (920) 693-1102                     | Lakeshore Technical College   | 1290 North Avenue                   | Cleveland, WI 53015-1414 |
| (920) 492-5618                     | Northeast Wisconsin Technical College,                                | PO Box 19042                        | Green Bay, WI 54307-9042 |
| (262) 564-3210                     | Gateway Technical College   | 3520 30 <sup>th</sup> Avenue        | Kenosha, WI 53144-1690   |
| (608) 785-9176                     | Western Technical College   | 402 North Eighth Street             | La Crosse, WI 54601      |
| (608) 246-3887 &<br>(608) 246-7900 | Madison Area Technical College  | 2125 Commercial Avenue              | Madison, WI 53704        |
| (414) 227-4973                     | State Office Building   | 819 North 6th St,<br>Room 850       | Milwaukee, WI 53203      |
| (414) 768-7190                     | Milwaukee Area Technical College (MATC) South Campus                  | 6665 S Howell Avenue                | Oak Creek, WI 53154      |
| (262) 695-7778                     | Pewaukee Workforce Dev. Center  | 892 Main Street,<br>Suite J         | Pewaukee, WI 53072       |
| (715) 261-8754                     | Workforce Development Center  | 364 Grand Avenue                    | Wausau, WI 54403         |
| (262) 335-5849                     | Moraine Park Technical College  | 2151 N Main Street                  | West Bend, WI 53090      |

### Method 2 - Completing the Necessary Hours of Experience and Examination

**Application and Exam Fee (nonrefundable): \$65.00**                      class code 8260

Make checks payable to: State of WI – DSPS. The fee consists of a \$15 application fee and an exam fee of \$50. When the exam is passed, the applicant will be asked to pay a \$90 credential fee to obtain the credential.

A person applying for an elevator mechanic-restricted license examination shall have been employed for at least 1,000 hours per year for 3 consecutive years immediately preceding the date of license application and the employment includes elevator mechanic-restricted work experience in the each year of the three years.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12-month period. The time-period must be consecutive years from one row to the next. In the Time-period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours

claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be completed on separate rows. Photocopies

of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours in elevator mechanic-restricted level work.

| Time Period    |                | Experience Hours | Hours Witnessed by<br>(please print or type) | Signature of Witness | Telephone Number of Witness |
|----------------|----------------|------------------|--|----------------------|-----------------------------|
| Began Month/Yr | Ended Month/Yr |                  |  |                      |                             |
|                |                |                  |  |                      |                             |
|                |                |                  |  |                      |                             |
|                |                |                  |  |                      |                             |
|                |                |                  |  |                      |                             |

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover Comm 5, SPS 316 and SPS 318, Wisconsin Administrative Code; NFPA 70/National Electrical Code – 2008; ASME A17.1 – 2007; ASME A18.1 – 2005 and the Elevator Industry Field Employees Safety Handbook - 2005. The exam is open code book. When there is a change to Wisconsin administrative codes, exams will cover the new code one month after the effective date.

Copies of current Wisconsin Administrative Code may be obtained from Document Sales, 608-266-3358 or 800-362-7253 and are also available online at <http://dsps.wi.gov/SB/SB-DivCodesListing.html>. The NFPA standard 70 (2008 edition) may be ordered from the National Fire Protection Association, 800-344-3555. The Field Employees Safety Handbook (2005 edition) of the National Elevator Industry, is available from Elevator World, P.O. Box 6507, Mobile, Alabama 36660.

**To Schedule a 2012 exam:**

- Choose a city and put a check mark behind the date you would like to take the exam.
- Record a telephone number where you can be reached during the day in case that exam is filled.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen**. Keep a copy of this application for your records.
- If special accommodations are needed, contact credentialing, 608-261-8467 or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov), prior to submitting your application.
- You will receive a letter from S&B when division staff processes your exam request.

**Select one: AM (Starts at 8 a.m.)  or PM (Starts at 1 p.m.)**

**Pewaukee (2012) – WCTC Education Center, 800 Main St, Pewaukee, WI 53072**

January 25  February 21  March 21  April 23  May 23  June 20  July 25   
 August 22  September 26  October 24  November 28  December 19

**Eau Claire (2012) – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701**

February 7  April 10  June 12  August 14  October 9  December 11

**Green Bay (2012) – Hyatt on Main (formerly Hotel Sierra) 333 Main St, Green Bay, WI 54301**

January 10  March 13  May 8  July 17  September 11  November 13

**Education Hours Required to Renew:** The renewal of a certification as an elevator mechanic-restricted shall be contingent upon obtaining at least 12 hours of acceptable continuing education three months prior to the expiration date of their credential which is two years after the start date of your credential. The renewal of a license as an elevator mechanic-restricted shall be contingent upon the department’s review of the applicant’s criminal history record from the state Department of Justice.